

United States Department of Agriculture



Natural Resources Conservation Service
P.O. Box 2890
Washington, D.C. 20013

CONSERVATION PROGRAMS MANUAL (CPM)
440-CPM
Circular No. 14, (Part 512)

January 14, 2010

SUBJECT: CPM – Procedures for Requesting Approval

Purpose. Establish procedures for requesting approval of Agricultural Management Assistance Program (AMA), Environmental Quality Incentives Program (EQIP), Agricultural Water Enhancement Program (AWEP), Chesapeake Bay Watershed Initiative (CBWI), and Wildlife Habitat Incentives Program (WHIP) contracts greater than \$150,000 and up to \$300,000.

Effective Date. This circular is effective upon receipt.

Background. Program policy (440-CPM, Part 512, Section 512.46) requires contracts that are in ProTracts which includes Agricultural Management Assistance Program (AMA), Environmental Quality Incentives Program (EQIP), Agricultural Water Enhancement Program (AWEP), Chesapeake Bay Watershed Initiative (CBWI), and Wildlife Habitat Incentives Program (WHIP) having obligations of \$150,000 to \$300,000 must be approved by the appropriate Regional Conservationist.

Explanation. To request contract approval, submit the attached Farm Bill Program Application Questionnaire/Checklist to the Regional Conservationist (RC) and a copy to Mitch Flanagan at mitch.flanagan@wdc.usda.gov to document each application exceeding \$150,000 to \$300,000 for concurrence and fund obligation in ProTracts by the RC. Each request will be reviewed for technical, programmatic and administrative adequacy.

Contact. If you have questions, contact Mitch Flanagan, Program Analyst, Regional Conservationists Office, at (202) 690-2190.

/s/

/s/

/s/

LEONARD JORDON
Regional Conservationist
East

THOMAS W. CHRISTENSEN
Regional Conservationist
Central

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West

Attachment

Farm Bill Program Application Questionnaire/Checklist

State Conservationists/Directors are to review contract applications that need Regional Conservationist (RC) approval to ensure compliance with technical and programmatic requirements for the Agricultural Management Assistance Program (AMA), Wildlife Habitat Incentives Program (WHIP), Environmental Quality Incentives Program (EQIP), including Agricultural Water Enhancement Program (AWEP), Chesapeake Bay Watershed Initiative (CBWI), Conservation Innovative Grants (CIG) and Cooperative Conservation Partnership Initiative (CCPI).

This evaluation form shall be submitted to the RC. It will be used to document each application for concurrence and fund obligation (440-CPM, Part 512, Section 512.46).

Section 1. Application Information

Applicant's Name: _____ Farm Bill Program: _____ State: _____
 Application Number: _____ Location (County): _____
 NRCS cost: \$ _____ Acres in contract: _____

Section 2. Potential Concerns/Issues

A. Does the proposed contract address all natural resource concerns on farm unit/tract?

Yes: _____ No: _____ If no, please explain:

B. Does the proposed contract include any controversial issues (political, social, environmental, etc.) or have potential for interest by a Congressional Member?

Yes: _____ No: _____ If yes, please describe:

Section 3. Additional Plans (plans need developed prior to practice implementation) (440-CPM, Part 515, Section 515.80, and 440 CPM, Part 521, Section 521.60)

A. Comprehensive Nutrient Management Plan (CNMP) (AMA, EQIP, AWEP, CBWI, CIG, and CCPI)

Does the contract include an animal waste storage, management, or treatment facility? Yes: _____ No: _____;

If yes, has the CNMP been developed? Yes: _____ No: _____; If no, please indicate when the CNMP will be in place: (month/year) _____

B. Forest Management Plan (EQIP, AWEP, and CBWI)

Does the contract include conservation practices addressing forestland? Yes: _____ No: _____; If yes, has the forest management plan developed? Yes: _____ No: _____; If no, please indicate when the forest management plan will be in place: (month/year) _____

Section 4. State Checklist (Check box w/ X or NA)

- ☐ A. Each contract item number has the field location identified with a tract and field number. In addition all farm numbers and tract numbers are included in the Land Unit Description in the Conservation Plan of Operations.
- ☐ B. Contract items scheduled will not result in a duplicate payment from other contracts or programs (440-CPM, Part 512, Section 512.65 and 440-CPM, Part 515, Section 515.52).
- ☐ C. A financially assisted practice is scheduled to begin within the first 12 months from the date the contract is signed and obligated by NRCS (440-CPM, Part 512, Section 512.40).
- ☐ D. Land has been irrigated 2 out of the last 5 years for contracted conservation practices associated with irrigation (EQIP, EQIP, AWEPP, CBWI, CIG, and CCPI Only) (440-CPM, Part 515, Section 515.52, and 515.81).
- ☐ E. For contracts that include public land, the following apply: (AMA, EQIP, AWEPP, CBWI, CIG, and CCPI Only) (440-CPM, Part 515, Section 515.52 and 440-CPM, Part 521, Section 521.31).
- The land is a working component of the participants agricultural or forestry operation;
 - The participant has control of the land for the term of the contract;
 - The conservation practices to be implemented on the public land are necessary and will contribute to an improvement in the identified resource concern.
 - The participant has provided NRCS with satisfactory evidence and/or written authorization from the landowner(s) to apply the conservation practices.
- ☐ F. Applicant has control of the land for contract period. (440-CPM, Part 515, Section 515.52, 440-CPM, Part 512, Section 512.22).
- ☐ G. WHIP contracts that are treating essential plant or animal habitat require a minimum of 15 years in length and may pay up to 90%, (440-CPM, Part 512, Section 512.33 and 440-CPM, Part 517, Section 517.45).

Section 5. ITEMS THAT NEED COMPLETED BEFORE A CONTRACT CAN BE APPROVED

- ☐ A. Application has been approved by the State in ProTracts.
- ☐ B. Applicant signed the contract and appendix (NRCS-CPA-1202 and contract appendix); CPA 1202 and appendix have dates listed in ProTracts.
- ☐ C. Applicant (and all entities) eligibility verified in ProTracts. Eligibility complete for applicant and all associated members including HEL Determination, AD-1026, AGI determination, and etc. according to eligibility matrices (440-CPM, Part 512, Section 512.20-20-23, 512.98).
- ☐ D. The contract is for a minimum of one year after completion of the last practice. (440-CPM, Part 512, Section 512.45).

Section 6. Certifications**State Conservationist**

I have completed a review of this application and certify that the contract is in full compliance with NRCS technical, programmatic, and administrative requirements.

State Conservationist/Director: _____ Date: _____

Regional Conservationist

Based upon my review of the above documentation and the certification by the State Conservationist/Director, I approve this contract.

Staff Review: Initial _____ Date _____

Regional Conservationist: _____ Date: _____